



State of New Jersey
Department of Environmental Protection



FLOOD HAZARD AREA VERIFICATION CHECKLIST

Revised: November 29, 2010

Website: www.nj.gov/dep/landuse

CALL NJDEP AT (609) 777-0454 OR (609) 984-0162 IF YOU HAVE ANY QUESTIONS

To apply for a flood hazard area verification, complete this checklist and send the material required below to the following address (please do not submit more copies than required):

Postal Mailing Address:

NJDEP Division of Land Use Regulation
Mail Code 501-02A
P.O. Box 420
Trenton, NJ 08625

Street Address (For courier service and hand deliveries only):

NJDEP Division of Land Use Regulation
501 East State Street, Station Plaza Five, 2nd Floor
Trenton, NJ 08609

Please note: If you apply for a verification and a permit at the same time, you may combine application requirements and save time and paper. For example, both a verification and an individual permit application require three copies of an application report. You may therefore submit three copies to cover both applications; you do not need to submit six copies (three copies for each application).

CHECK ALL BOXES BELOW OR MARK N/A

- ☐ 1. One completed copy of this checklist.
- ☐ 2. Three copies of an application report, as described at N.J.A.C. 7:13-15.3, which includes:
 - ☐ a. A complete written description of the project and all proposed activities.
 - ☐ b. One completed LURP-2 application form (with original signatures on at least one copy).
 - ☐ c. One copy of a USGS quad map with the site clearly outlined to scale.
 - ☐ d. One copy of a municipal tax map with the site clearly outlined to scale.
 - ☐ e. One copy of a Department flood hazard area map or FEMA flood insurance rate map with the site clearly outlined to scale, if such mapping exists.
 - ☐ f. One copy of each previous approval received from NJDEP concerning the site, if such approvals exist.
 - ☐ g. One set of color photographs depicting the entire project area, mounted on 8½ -inch by 11-inch paper and accompanied by a map showing the location and direction from which each photograph was taken. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable. (Note: If a hydrologic and/or hydraulic model is submitted with the application, the photographs required in the application report shall depict any water control structures, as well as a representative sampling of the locations of any cross-sections, which are referenced by the models.)
- ☐ 3. One copy of an engineering report, as described at N.J.A.C. 7:13-15.4, which includes all necessary supporting calculations, maps and other documentation and a description of which delineation method under N.J.A.C. 7:13-3 was used:
 - ☐ a. The signature and seal of an engineer.
 - ☐ b. The name, mailing address and telephone number of the engineer, as well as any other person designated by the engineer to answer questions about the report.
 - ☐ c. All supporting hydrologic and hydraulic calculations, which are necessary to demonstrate that the proposed application meets the requirements of the Flood Hazard Area Control Act rules at N.J.A.C. 7:13.
 - ☐ d. A narrative that explains the submitted calculations and describes why each particular calculation or methodology was used.
 - ☐ e. All maps, references and other supporting materials that were used to prepare the submitted calculations.
- ☐ 4. Documentation that the applicable public notice requirements of N.J.A.C. 7:13-16 have been met.
(Note: public notice is required only if the verification is based on Method 4, 5 or 6 (see N.J.A.C. 7:13-3))

☐ 5. **The application fee required under N.J.A.C. 7:13-17.**

☐ 6. **Six sets of drawings, signed and sealed by a engineer, land surveyor or architect, as appropriate, which contain the following information:**

- ☐ a. Topography that references NGVD, or includes the appropriate conversion factor to NGVD, unless the applicant demonstrates that such reference is not necessary.
- ☐ b. The limit of the flood hazard area under existing conditions on the site. If the entire site is in a flood hazard area, the drawings shall include a note to this effect, as well as the elevation(s) of the flood hazard area design flood on the site.
- ☐ c. The limit of any floodway under existing conditions on the site, if the applicant seeks verification of the floodway limits. If the entire site is in a floodway, the drawings shall include a note to this effect.
- ☐ d. A metes and bounds description of any flood hazard area limit and floodway limit under existing conditions onsite. If the verification is submitted concurrently with a permit application that proposes to affect one or both of these limits, the drawings shall also include a metes and bounds description of the proposed flood hazard area and/or floodway limits.
- ☐ e. The following statement: "NOTE: All or a portion of this site lies in a flood hazard area. Certain activities in flood hazard areas are regulated by the New Jersey Department of Environmental Protection and some activities may be prohibited on this site or may first require a permit. Contact the Division of Land Use Regulation at (609) 292-0060 for more information prior to any construction onsite."
- ☐ f. A note indicating which method described at N.J.A.C. 7:13-3 was used to determine the limit of the flood hazard area and/or floodway.
- ☐ g. The limit of any riparian zone onsite as described at N.J.A.C. 7:13-4.1.
- ☐ h. An indication of the location of any cross-section and water control structure referenced in the engineering report as well as a graphic depiction of each cross-section.

☐ 7. **A copy of an NJDEP, Office of Natural Lands Management, Natural Heritage Database data request response for endangered or threatened species of flora or fauna, including a Landscape map report.**

Please see www.nj.gov/dep/parksandforests/natural/heritage for details on how to apply.